



KING COUNTY

DISASTER RECOVERY PROJECT MANAGER INFORMATION TECHNOLOGY PROJECT MANAGER II OFFICE OF INFORMATION RESOURCE MANAGEMENT

Annual Salary Range: \$74,843 – \$92,645

Job Announcement: 05CY5670

OPEN: 11/30/05 CLOSE: Open Until Filled

WHO MAY APPLY: This position is open to the general public. This is a Term-limited Temporary position and is fully benefited (medical, dental, vision, retirement). This position is expected to continue for eighteen months.

WHERE TO APPLY: Required application materials can be mailed to: **Terra Strouhal, 701 Fifth Avenue, Suite 3460, Seattle, WA 98104. Fax (206) 205-0725.** Email applications are encouraged at oirmrecruit@metrokc.gov (all application materials must be included). Applications materials must be received by 4:30 p.m. on the closing date. Postmarks are not accepted. PLEASE NOTE: Applications not received at the locations specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED:

- King County application form. Application forms may be found at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>
- Resume
- A letter of interest detailing your background and describing how you meet or exceed the requirements.

WORK LOCATION: 701 Fifth Avenue, Bank of America Tower, Downtown Seattle, WA.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday.

POSITION SUMMARY: King County requires a senior level project manager with strong applications and disaster recovery expertise to provide leadership and direction to its countywide Business Continuity capital program. This position will manage several projects to implement disaster recovery strategies including alternate communication channels, mainframe commercial hot site, and data replication for critical applications. This position will lead the project to conduct the first exercise of the countywide disaster recovery strategies. The recovery strategies include an alternate data center for critical applications (commercial floor space and/or commercial hot site), emergency email, emergency Internet connectivity, voice communication services, and alternate communication channels that may include voice over IP phones, 800 MHz radios, cell phones, satellite phones and others.

PRIMARY JOB DUTIES INCLUDE:

- Manage projects to implement disaster recovery strategies:
 - Provide consultation to department/division management on critical business issues; assess costs, risks and impacts of information technology strategies and approaches; coordinate cross-organizational efforts.
 - Determine charter and scope of each project; prioritize projects according to business needs or values; set priorities.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Establish measures of success, acceptance criteria, and methods to track, control and report status.
- Manage and control day-to-day project activities, issues, risks, quality, and budget for project team.
- Determine financial and performance indicators and use evaluation findings to redirect the project or program. Monitor financial status of the program or project.
- Manage vendor relationships during project execution.
- Monitor and document projects processes; maintain projects inventory.
- Lead multi-disciplinary work teams.
- Prepare Requests for Proposals, Requests for Information and Requests for Bids
- Develop, negotiate, and review contracts associated with assigned projects.
- Manage and/or participate in the following projects:
 - Commercial hot site for mainframe applications
 - Notification process for IT staff
 - Alternate communication priority services
 - Alternate communication channels
 - Initial exercise of implemented disaster recovery strategies
 - Data replication for critical server-based applications
- Provide senior level applications leadership and expertise to the Business Continuity program and agency staff participating in the program.
- Other work as assigned, such as:
 - Presentations to technical, non-technical and management audiences
 - Create written reports, drawings and documentation in support of the Business Continuity program

QUALIFICATIONS:

- Bachelor's degree in computer science, business, or related field.
- Five years experience as senior level project manager with strong working knowledge of applications design, development and support in a heterogeneous architecture in large decentralized organization.
- Advanced skill in disaster recovery planning and exercises.
- Advanced knowledge of information systems applications, including analysis, design, development, implementation, maintenance, documentation and training procedures and practices.
- Advanced large-scale IT project management skills, including experience developing project plans, managing project tasks and issues, reporting status, analyzing and managing project risk, assuring quality deliverables.
- Skill in handling multiple competing priorities.
- Skill in organizing, planning, executing large-scale projects from vision through implementation, including coordinating multiple vendors and activities.
- Skill in working on multiple complex, highly visible, and politically sensitive projects.
- Skill in leading multi-discipline work teams and cross-functional team.
- Skill in working with a variety of individuals from diverse backgrounds.
- Advanced analytical and conceptual skills.
- Skill in synthesizing complex information and influencing decision makers.
- Negotiation and conflict resolution skills.
- Advanced planning and organizational skills.
- Excellent written and oral communication skills.

- Skill in delivering presentations of complex information to a diverse audience.
- Advanced knowledge of business operations, strategic information requirements, and priorities of customers business.
- Knowledge of strategic planning principles and practices.

SELECTION PROCESS: Applications will be screened for qualifications. Competitive applicants will be invited to an interview. Finalists may be asked to complete a post interview exercise.

UNION REPRESENTATION: This position is not represented by a union.

CLASS CODE: 7331200